Instructions for Installing the DHS Financial Management Reports Program

Overview:
This product was created for two purposes: 1) To provide replacement reports for the Finet Reports, and 2) to provide a management tool for generating ad hoc financial reports. This application was developed in Visual Basic and Crystal Reports. It accesses the Division of Finance Data warehouse. It also utilizes a Microsoft Access 2000 database for holding current account code information. Expenditure reports now include data for account type 22 and 23.

Requirements:
Windows 2000 (preferred) or Windows 95 -- 1 meg of Disk space.
Note: *Best viewed with screen resolution of 600x800(high or True color), but will function with any resolution.*

New or re-installation:
Important   **If you have previously installed the Financial Management Reports Program, remove the program before installing the updated version.**
(To accomplish this task, click "Start", "Settings", "Control Panel", "Add/Remove Programs". Highlight the program, then press "Add/Remove".)

Installation:
1). Click the applicable image on the Bureau of Budget "Downloads" page.
   (Alternately: Send and E-mail to Dave Horrocks at **dhorrock@utah.gov**
   Request the Financial Management Reports setup.)
2). Copy the highlighted file to an empty folder on your C drive.   Exit the Internet and close all other programs that may be running on the PC.
3). Open the folder where the file was saved.
4). Double-click the "FinancialMgmntRptsVer4.4.exe" file.
5). If a setup message is encountered stating that some files are out of date, click "OK" and restart Windows. When the restart has completed, go back to step 4.
6). On Program Setup screen click "OK".
7). Click on the Computer button in the top left corner to begin the installation.
    Wait for the installation to finish. Do **not** change the directory.
8) If a popup window message is encountered during setup stating that you are attempting to replace an existing driver with an older version, click "Yes" that you want to retain your original version.
9). At the conclusion of the setup, click "OK" on the popup window.
10). Delete the file that was downloaded for the program installation.
11). To set up a shortcut icon, the command line is C:\Program Files\Financial Management Reports\ finrep.exe. Right click on " finrep.exe" and select "Create Shortcut". Place the new icon to the desktop
12). You are finished. Access the program from the Start, Programs menu, or from the shortcut icon.